



*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 29 January 1951

FROM : Comptroller

SUBJECT: Draft of CIA Regulation, Series [REDACTED]

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Transmitted herewith is a copy of the draft of Agency Regulation, Series [REDACTED] forwarded to your office on 19 January, 1951, which reflects certain additional revisions made at the request of the Deputy Director, Administration. These changes will be found on pages 1, 3, 4, and 10. In addition, you will note that throughout the copy organizational titles have been corrected to conform with CIA Regulation, No. [REDACTED], dated 19 January 1951.

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[REDACTED]  
E. R. SAUNDERS

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Attachment

CONFIDENTIAL

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 17 March 1950

FROM : Budget Officer


SUBJECT: Attached draft for Manual of Agency Regulations entitled, "Reports Required Covering Penalty Mail"

1. The subject draft has been submitted for suggested incorporation in the Manual of Agency Regulations because the responsibilities involved are presently charged to the Budget Officer.

2. A question is raised as to whether or not the Budget Officer should continue to perform the tasks covered in lieu of some other agency official. The responsibilities were originally assigned to the Budget Officer during a period in which all Departments and Agencies were required by law to include penalty mail costs within budget estimates and to make actual exchange of funds to the Postmaster General for the cost of whatever penalty mail indicia was used during a fiscal year. However, Public Law 785, enacted 25 June 1948 eliminated the necessity for these requirements, and in lieu thereof substituted the present reporting which is indicated by the attachment.

3. It is our belief that reports of the nature indicated by the attachment should be the responsibility of a specific agency official. However, the reports cannot clearly be defined as of a budgetary nature and we do not believe that a better case can be supplied for assignment to the Budget Officer than to another agency official. In view of #2 above, it is suggested that consideration be given as to the most appropriate official who should be delegated the preparation of penalty mail reports.

4. It will be noted that the proposed Regulation changes the inventory procedure slightly by requiring that the necessary data be submitted to the Budget Officer instead of to the Services Division for consolidation and submission to the Budget Officer.

  
E. R. SAUNDERS

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Attachment

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personnel only. It is submitted that such records should be maintained at a central point for all personnel located in the United States utilizing overtime.

d. One of the present functions of the Budget Analyst is to examine requests for overtime approval for vouchered personnel and make recommendation to the Budget Officer as to whether or not he should approve for reason of funds availability and propriety of the justification. Cases of doubtful propriety are referred by the Budget Officer to the Management Officer for study. There would appear to be every reason why this process should be carried through in connection with unvouchered use of overtime, as well as vouchered.

25X1A e. The clear designation of Budget Officer as responsible for all overtime approval would serve to eliminate some confusion which may arise from conflicting statements of delegation which presently exist. Reference to Administrative Instruction No. 30-5, paragraph 16, d, 1, assigns the approval of overtime responsibility to the Executive, his deputy, the Budget Officer, or his deputy, whereas Administrative Instruction No. [REDACTED] subject, "Reorganization", appears to establish a different delegation. An interpretation of column 1, line 2 and column 1, line 6 of this latter instruction would appear to preclude the overt Deputy Budget Officer from approving overtime, whereas the Chief, Administrative Staff and Chief, Special Support Staff, would share the overtime approval responsibility with the Budget Officer. This comment does not serve as a recommendation for a specific change in existing Agency instructions regarding delegation, as it is assumed that various necessary clarifications will be made of the subject in the new Manual of Agency Regulations.

[REDACTED]  
E. R. SAUNDERS

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Attachments

16. Overtime and Compensatory Leave

a. Election by the employee to take leave in lieu of overtime compensation (compensatory leave) shall be subject to the restrictions governing overtime and the provisions of this section.

b. Overtime shall be kept to an absolute minimum throughout the Agency with emphasis being placed upon the full utilization of the normal official working hours of each employee.

c. Overtime work will not be requested or authorized except in those cases essential to meet emergency requirements not possible to meet by full utilization of employee's normal working hours.\* Assistant Directors and Staff Chiefs are charged with the personal responsibility for control and continued examination of overtime requirements to insure the effective application of this policy.

d. Within the continental limits of the United States:\*

(1) Approval of the Executive, his deputy, the Budget Officer, or his deputy, must be obtained prior to ordering compensatory time or overtime.\* A request will be submitted on Form No. 32-3, Request for Approval of Overtime, in accordance with instructions issued by the Budget Officer.\* Forms should be submitted sufficiently in advance to insure receipt of approval prior to the beginning of the period covered by the request.\*

(2) Form No. 32-3, approved by the Budget Officer or his deputy, will be transmitted to the paying office no later than the close of the pay period in which work is performed.

e. Outside the continental limits of the United States, overtime must be approved by Chiefs of Missions or Bureaus of their deputies. They must, however, have evidence that sufficient funds are available for payment before authorizing overtime. Native and foreign national employees outside the continental limits of the United States who are paid in accordance with local prevailing wage rates are not entitled to overtime pay unless required by local custom.

f. No officer or employee shall be paid, with respect to any pay period, compensation at a rate in excess of \$10,330.00 per annum. Accordingly, compensatory leave cannot be granted in those instances where an employee is not entitled to overtime compensation.

g. Administrative controls governing compensatory leave will be established by each Assistant Director and Staff Chief based on policies stated below:

(1) It must be taken within the two pay periods immediately following the period in which earned, or forfeiture will result.

\* REFERENCES HAVE BEEN REVISED SOMEWHAT IN DRAFT

(2) Entries will be made on official Time and Attendance Reports of all overtime or compensatory leave earned. Such entries must be initialed by the applicable employee.

(5) An adequate check system will be established to insure that overtime was actually worked. An inspection will include checking guard registers and reviewing work accomplished during periods when compensatory time or overtime is claimed.

h. Compensatory leave to the credit of employees at the date of issuance of this Instruction will be used within 90 calendar days from this date or be forfeited. Such leave will not be reported as required above, but will be handled as heretofore.

17. Holidays

a. Work to be performed on a holiday for which holiday pay will be granted must be authorized and approved in advance in the same way as overtime. An employee can be excused or paid holiday rates only for that portion of his tour of duty which actually falls within the 24-hour holiday period, not to exceed 8 hours. Compensatory leave cannot be granted in lieu of holiday pay.

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Budget Officer

DATE: 4 August 1950

FROM : Management Officer

SUBJECT: Central Intelligence Agency Regulation Number [REDACTED] dated 1 November 25X1A 1950.

1. Your Office is the office of primary interest for the attached Agency Regulation.
2. Request your editorial examination of this Regulation to indicate omission or necessary major changes. While no minor changes will be affected at this time, please indicate all errors.
3. Request return by 11 August 1950.

[REDACTED] 25X1A

Attachment: CIA Regulation Number [REDACTED].

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## CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER

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[REDACTED] CHART OF ALLOTMENT ACCOUNTS (Regulation [REDACTED])

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- A. Charts amplifying Regulation No. [REDACTED] are issued separately, as need for revision arises, by the Comptroller to Administrative Officers and other interested officials. Recipients of such charts may incorporate them in their copies of the CIA Manual as part of Regulation Number [REDACTED] if they so desire.

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Concur: - [REDACTED]

9/6/51

asst. Compt.

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